



**2023/24 TENNIS VICTORIA**  
*AFFILIATION MANUAL*



# TENNIS VICTORIA AFFILIATION *BETTER TOGETHER*

## WELCOME TO 2023/24

At Tennis Victoria our purpose is to create safe, inclusive and thriving Victorian tennis communities, enabling more people to play more often. We know that this is not possible alone, and are committed to empowering each club/centre, association, and broader delivery network, which will always be #BetterTogether.

Affiliating with Tennis Victoria provides access to specialised support services and programs to assist you in your delivery of tennis, and confirms a commitment to good governance, and working together for the growth of tennis in our state.

Our team at Tennis Victoria are here to help you succeed in your local environment, and foster safe, inclusive, and playful tennis opportunities and experiences for all.



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## 2023/24 AFFILIATION CATEGORIES & FEES

As per Tennis Victoria's Constitution & By-Laws, a tennis body or organisation may affiliate in one of the following categories:

AFFILIATION CATEGORIES	
<b>ASSOCIATION</b>	An incorporated body comprised of three or more association member clubs for the purpose of competitions
<b>CLUB/CENTRE</b>	Club: An incorporated body comprised of club members
	Centre: Professionally administered tennis business/venue with formal business registration
	Restricted Associate: Unincorporated church-based clubs who operate under the auspice of their church
	Professional Club Business: A tennis club a recurring average annual operating revenue over the preceding three financial years in excess of \$1,000,000 and with 3,000 or more members and 20 courts or more, in the previous financial year
<b>ASSOCIATE</b>	An entity that operates as a representative or advocacy body for tennis, and typically will not be based at one venue
<b>SPECIALIST BODY</b>	Refers to specific tennis organisations – TCAV and TSV

As per Tennis Victoria's Constitution & By-Laws, a tennis body or organisation may affiliate in one of the following categories:

2023/24 AFFILIATION FEES		
<b>ASSOCIATION</b>	<b>Metro</b>	<b>Country</b>
Small (3-29 member clubs)	\$870	\$670
Large (30+ member clubs)	\$1,725	\$1,320
<b>CLUB/CENTRE (INC. RESTRICTED ASSOCIATE)</b>	<b>Metro</b>	<b>Country</b>
1 - 4 Courts	\$1,170	\$655
5 - 9 Courts	\$1,800	\$985
10+ Courts	\$4,695	-
10 - 19 Courts	-	\$1,830
20+ Courts	-	\$2,970
<b>OTHER BODIES (ASSOCIATE AFFILIATES &amp; SPECIALIST BODIES)</b>		
Associate* & Specialist Body	\$1,170	

*\*Where the Associate Affiliate has tenure over tennis courts, their affiliation fee is the equivalent fee that they would pay if they were eligible to affiliate as a Club, or if they do not have ownership or tenure over tennis courts, a flat fee equivalent to the fee paid by a Metropolitan Club with 1-4 courts*

# AFFILIATION BENEFITS

Our dedicated team at Tennis Victoria can assist you with access to a range of products and services, and provide support and advice where required to help grow and promote our sport.

	ASSOCIATIONS	CLUB/CENTRES	RESTRICTED ASSOCIATES	ASSOCIATE AFFILIATES	SPECIALIST BODIES
<b>GOVERNANCE &amp; ADMINISTRATION</b>					
State Body Recognition	✓	✓	✓	✓	✓
Tennis Australia Insurance Program	✓	✓	Coverage varies	✓	✓
Voting Rights	✓	✓	✗	✗	✗
Tennis Australia National Policies	✓	✓	✓	✓	✓
<b>SUPPORT &amp; DEVELOPMENT</b>					
Dedicated Club Development Officer Support	✗	✓	✓	✗	✗
Dedicated Association Manager Support	✓	✗	✗	✗	✗
Access to Specialist Tennis Victoria Staff	✓	✓	✓	✓	✓
Health Checks & Action Plans	✓	✓	✓	✗	✗
Digital Systems Access & Support	✓	✓	✓	Additional costs apply	✗
Funding & Grant Writing Support	✓	✓	✓	✗	✗
Eligible for Tennis Australia Funding Programs	✓	✓	✓	✗	✗
Local Government Advice & Support	✓	✓	✓	✗	✗
<b>EDUCATION &amp; RECOGNITION</b>					
Workshops & Forums	✓	✓	✓	✓	✓
Access to Learn & Serve - including online resource hub	✓	✓	✓	✓	✓
Eligible for Reward & Recognition Program	✓	✓	✓	✓	✓
<b>COMPETITIVE PLAY</b>					
Enter Tennis Victoria Endorsed Leagues & Events	✓	✓	✓	✓	✓
Host Endorsed Leagues & Events	✓	✓	✓	✓	✓
<b>COMMUNICATIONS &amp; MARKETING</b>					
Monthly Newsletters	✓	✓	✓	✓	✓
Local Area Marketing Resources	✓	✓	✓	✗	✗
AO Presale Access for Members	✓	✓	✓	✓	✓
Grand Slam Ballot Access for Members	✓	✓	✓	✓	✓



# NATIONAL INSURANCE PROGRAM

**As part of your affiliation with Tennis Victoria, you will be covered under the Tennis Australia National Insurance Program.**

**As the appointed insurance broker for Tennis Australia, Marsh has developed a National Insurance Program to protect affiliated clubs, coaches, players and volunteers across the Tennis Australia community.**

## WHAT IS COVERED?



### **Public Liability and Professional Indemnity Insurance**

This insurance can help protect your club against the financial risk of being found liable to a third party for death or injury, loss of or damage to property or 'pure economic' loss resulting from your club's negligence.



### **Management Liability Insurance**

This insurance can help cover a range of financial risks for your club's directors and officers which arise out of the management of your club and can cover some of the costs associated with an employee stealing funds from the club.



### **Personal Injury Insurance**

This insurance provides benefits for death, permanent disability and loss of income as well as cover for non-Medicare medical expenses and other costs associated with an injury sustained whilst playing or coaching or being otherwise involved in an approved tennis related activity.

## MORE INFORMATION

To learn more about the National Insurance Program, including policy details, how to make a claim, and any other questions you may have, please visit the Marsh Insurance website at [au.marsh.com/sport/tennis-australia/clubs.html](http://au.marsh.com/sport/tennis-australia/clubs.html)



**Click to head to the Marsh Insurance website for full details of policy coverage**

# THRIVING TENNIS COMMUNITIES

**Thriving Tennis Communities is a framework developed specifically to assist clubs, coaches and Councils to better understand the sustainability of tennis facilities, and plan together for the future.**



**The framework is supported by the Health Indicator of Tennis (HiT) Tool, which assists in assessing the health of a venue, and is underpinned by eight key pillars that research determines to be integral parts of a thriving tennis community.**

## KNOW YOUR COMMUNITY

Understand local demographics and the competitive market your venue is operating within

## CLEAR IDENTITY AND VISION

Know the purpose of your club and coach and what it wants to be known for

## FINANCIAL VIABILITY

The club and coach have sustainable revenue sources that enables them to deliver on business plan

## SUSTAINABLE FACILITIES

The physical environment is fit for purpose and sustainability of the venue is planned for accordingly

## DIGITAL PRESENCE

Consumers, clubs and coaches are able to access and administer tennis online

## WELCOMING, SAFE AND INCLUSIVE CULTURE

The environment is welcoming and accessible and meets best practice child safety standards

## RIGHT MANAGEMENT MODEL


An appropriate management model is in place for all stakeholders and have access to relevant support to operate effectively

## APPROPRIATE PRODUCTS

The club and/or coach offer insight-led products that are relevant in their community

## HOW THE FRAMEWORK CAN SUPPORT YOU

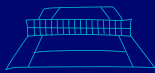
 **PROVIDE OVERALL VENUE HEALTH RATINGS**  
by assessing a venue's capability and sustainability

 **PROVIDE ACTION PLANS AND RESOURCES**  
to empower deliverers to support the development of tennis venues

 **PROVIDE INSIGHTS**  
into what club, centres and coaches are doing well and identify areas of opportunity

 **INFORM DIRECTION AND PRIORITIES**  
for venues and local Councils to reach their goals and needs

## WHEN THE ASSESSMENT CAN SUPPORT YOU



**PLANNING OR PITCHING FOR VENUE UPGRADES**



**APPLYING FOR GRANTS**



**DEVELOPING A STRATEGIC PLAN**

## HOW CAN WE GET INVOLVED?

Contact your Club Development Officer to learn more about the process and start your Thriving Tennis Community journey



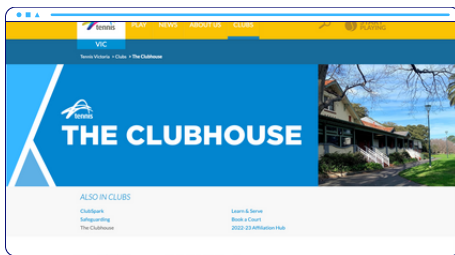




# LEARN & SERVE

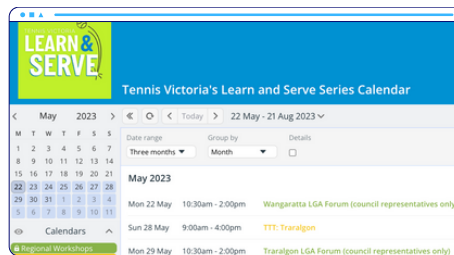
The Learn & Serve Program aims to present opportunities for our tennis community to learn and grow. As part of our Tennis Victoria strategy and our commitment to industry growth, the program encompasses all learning and development for our community through tennis.

## HOW LEARN & SERVE CAN ASSIST YOU



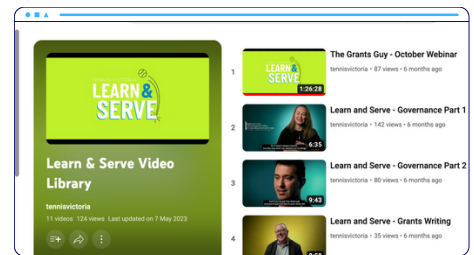
### THE CLUBHOUSE

Your one stop shop for online resources covering all topics including club operations, facilities, marketing & more



### LEARN & SERVE CALENDAR

The Learn and Serve calendar to find upcoming tennis learning and development opportunities for you.



### VIDEO RESOURCES

Put together with our stakeholders, these video resources have been developed for our Victorian tennis community to learn



Click here to check out the Learn & Serve hub on our website at [tennis.com.au/vic/learnandserve](https://tennis.com.au/vic/learnandserve)

# REWARD & RECOGNITION

**Tennis Victoria and each of our affiliates are fortunate to have the support of countless volunteers and administrators who contribute to the success of the Victorian tennis community. As a symbol of thanks, Tennis Victoria has a range of opportunities to officially thank all of those who are contributing throughout the course of the year.**

## HOW TO GET INVOLVED



### TENNIS SERVICE AWARDS

Recognise those within your tennis community who have demonstrated their contribution to the sport of tennis through devoted and significant service.

[For more information and to nominate someone in your tennis community click here](#)



### RECOGNISE YOUR ANNIVERSARY

We are here to celebrate alongside our tennis community and want to help you celebrate your anniversary by providing a certificate of recognition.

[Click here to submit your upcoming anniversary](#)



### VICTORIAN TENNIS AWARDS

Victorian Tennis' night of nights, the Victorian Tennis Awards recognises the achievements and contributions of the tennis community; including Most Outstanding Club/Centre of the Year, Volunteer Achievement, Most Outstanding Tournament and many more.

Keep an eye out over the coming months as we look to award the winners for 2022/23 and be sure to get your nominations in to be in the running.

[Click here for more information on the Victorian Tennis Awards](#)



## **2023/24 OBLIGATIONS & REQUIREMENTS**

**As part of affiliating with Tennis Victoria, affiliates are acknowledging and agreeing to a minimum set of governance and compliance standards as stipulated in the Tennis Victoria Constitution and By-Laws.**

The Constitution and By-Laws determine how Tennis Victoria governs our relationship with affiliates, including the rights, obligations, and benefits of each affiliation category.

The Tennis Victoria Constitution and By-Laws can be found at [tennis.com.au/vic/about/governance](https://tennis.com.au/vic/about/governance)

**We understand that our delivery network is predominately driven by volunteers and therefore we are always looking to achieve a balance between the fundamentals considered best practice and the time it may take for our volunteers.**



## TENNIS AUSTRALIA NATIONAL POLICIES

Affiliates of Tennis Victoria are bound by, and must comply with, the Tennis Australia National Policies, including but not limited to the:

- Member Protection Policy
- Safeguarding Children Code of Conduct
- Disciplinary Policy
- Competitive Play: Code of Behaviour
- Privacy Policy



[Click here to view copies of the Tennis Australia National Policies](#)

### Tennis Australia Integrity Hotline

Tennis Australia has a dedicated Integrity and Compliance unit which manages and administers the [National Policies](#).

Everyone involved in tennis, regardless of the level or role in which they play, are encouraged to speak up if they are concerned.

If you and your committee have concerns about conduct that may have breached a [National Policy](#), a report can be made via:

- Emailing [integrity@tennis.com.au](mailto:integrity@tennis.com.au)
- Calling the 24/7 Stopline number on **1800 11 SAFE** (1800 117 233), or
- Completing the [online reporting form](#)



# SAFEGUARDING CHILDREN

**Tennis Victoria has a zero tolerance approach to any form of child abuse and is committed to ensuring the sport of tennis is a safe and friendly environment for children and young people.**

**We will ensure that child safety is embedded in our organisation's culture, reflected in our policies and procedures, and understood and practiced at all levels of our sport. We commit to making sure that everyone involved with delivering tennis in Victoria, from club administrators, volunteers, parents and participants, understand the important responsibilities they have in relation to child safety.**

## SAFEGUARDING CHILDREN REQUIREMENTS

**There is little doubt the importance a sporting club plays in building stronger, healthier, happier and safer communities. As part of this responsibility, it is crucial that affiliates publicly demonstrate their commitment to child safety. To create child-safe environments, affiliates are required to:**

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**Appoint a Member Protection Information Officer**

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**Adopt Member Protection Policy & Safeguarding Children Code of Conduct**

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**Ensure all committee members, coaches, and volunteers have a valid Working with Children's Check**

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**Utilise Safeguarding Children Resource Kit - A Safer Game Plan**

## SAFEGUARDING CHILDREN REQUIREMENTS

### Appoint a Member Protection Information Officer

Every affiliate is required to nominate a Member Protection Information Officer (MPIO), who is the dedicated person who serves as the first point of contact for any concerns or issues in relation to children and young people participating in tennis at their venue or within their competition and activities.

The role is also responsible for providing information and support to persons with concerns and complaints and providing advice on policies and procedures, including the Tennis Australia National Policies and the Tennis Australia Integrity Hotline.

[🔗 What is a MPIO & Steps to appointing one - including Position Description](#)

### Formally adopt the National Policies (Member Protection Policy & Safeguarding Children Code of Conduct)

You can include the template wording below into relevant minutes when adopting the policies each year:

*That the [AFFILIATE NAME] endorse and adopt Tennis Australia's:*

- *Member Protection Policy*
- *Safeguarding Children Code of Conduct*

*Effective as at [ENTER DATE OF MEETING]*

### Ensure all committee members, coaches, and volunteers have a valid Working with Children's Check and maintain a register of Checks

The Working with Children Check (Check) enforces a mandatory minimum checking standard for people who work with children in either a paid or volunteer capacity, and it is a legal obligation for anyone over the age of 18 that is planning to do child-related work and are in direct contact with children to obtain a Check, unless exempt.

Tennis Victoria strongly encourages everyone involved with delivering tennis in Victoria to abide by the legal obligations as individuals, and as sporting organisations.

[📄 Click to download Record Keeping Sheet](#)

[🔗 Click to view Status Checker](#)

[🔗 Working With Children website](#)

### Utilise Safeguarding Children Resource Kit - A Safer Game Plan

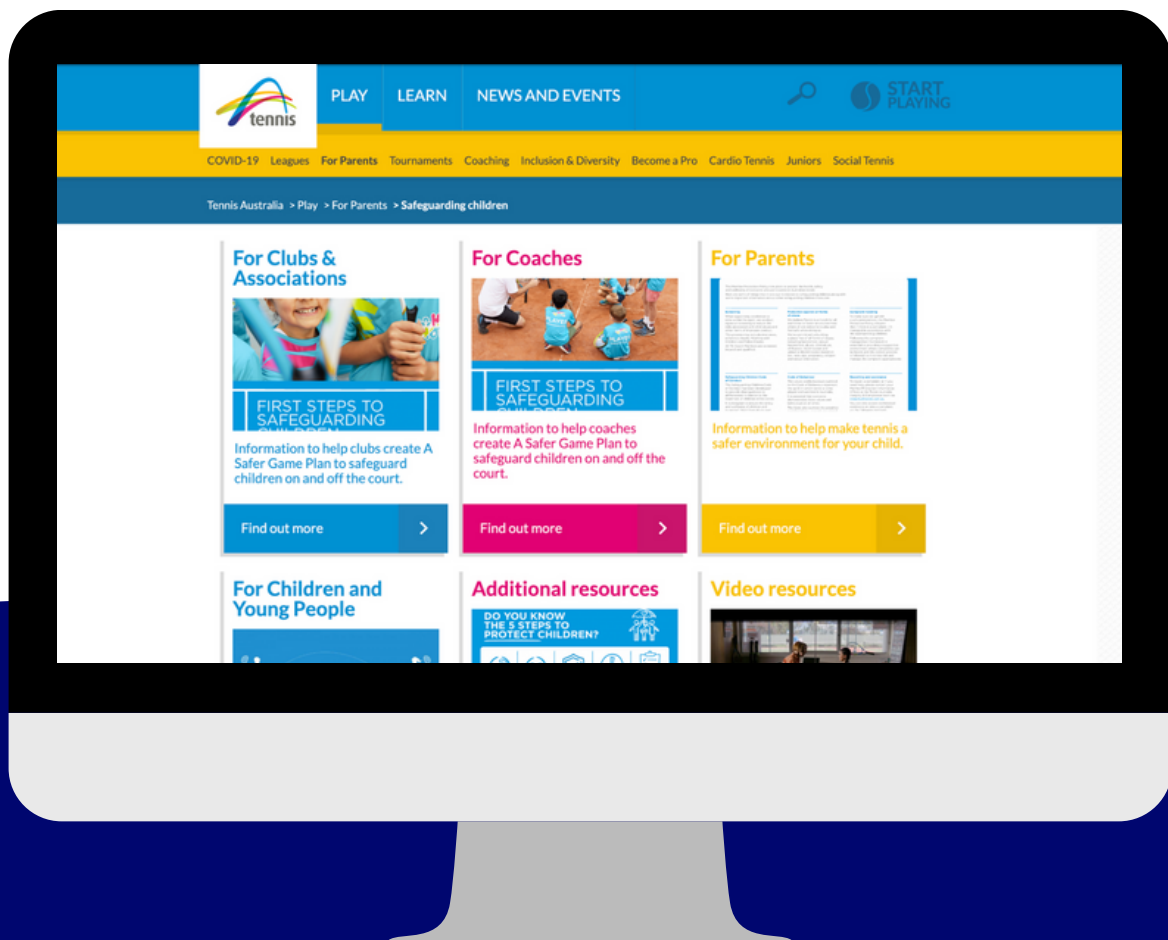
See next page for more information.



# A SAFER GAME PLAN

**Tennis Australia's national education and awareness campaign, A Safer Game Plan, aims to provide resources to help promote and support the tennis community with their responsibilities for safeguarding children on and off the court.**

Tennis Victoria affiliates are expected to be familiar with the [Safeguarding Children Resource Kit](#) as part of A Safer Game Plan, which has been developed to assist volunteers and administrators create safe, friendly environments for all children and young people.



Click here to learn more and check out the resources available [tennis.com.au/information-for-clubs-associations](https://tennis.com.au/information-for-clubs-associations)

## 2023/24 AFFILIATION RENEWALS

The following information details all you need to know to renew your existing affiliation for 2023/24.

### Key Dates

2023/24 KEY DATES	
June 1 2023 - July 31 2023	2023/24 Affiliation Renewal Period
June 1 2023	2023/24 Affiliation Renewal Form open for submission
	Direct Debit Authorisation Form opens
July 3 2023	Invoices distributed to renewing affiliates
July 16 2023	Direct Debit Authorisation Form closes
July 31 2023	2023/24 Affiliation Renewal Period closes
October 2023	Certificate of Currency distributed to renewed affiliates
October 2 2023	Affiliates yet to renew will be ineligible to vote at Tennis Victoria Annual General Meeting
October 11 2023	Tennis Victoria Annual General Meeting

### Key Tasks

We are excited to commence the 2023/24 Affiliation Renewal Period from June this year, with Affiliation Renewal Forms sent directly to affiliates on June 1 for completion.

On July 1, invoices will then be distributed to renewing affiliates to make payment, and confirm their affiliation with Tennis Victoria.

If either of the tasks outlined have not been completed by July 31, affiliates will be sent a friendly reminder email early August and September 1 (if required).

2023/24 KEY TASKS	
June 1 - July 31 2023	Complete Affiliation Renewal Form
July 3 - July 31 2023	Make Payment of Invoice

Please find more information on the next page which details more information on each of the key tasks to complete your renewal for 2023/24.

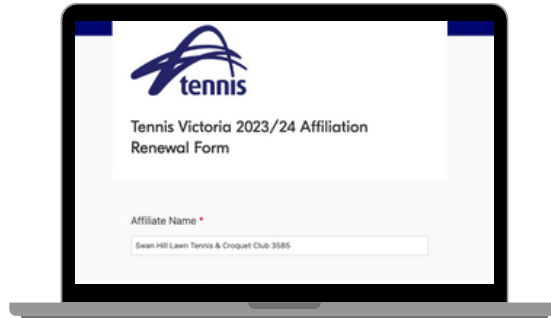


# COMPLETING YOUR AFFILIATION RENEWAL

## 2023/24 KEY TASKS

### Complete Affiliation Renewal Form

<b>Submissions Open</b>	June 1 2023	<b>Submissions Close</b>	July 31 2023
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**The following details must be completed:**

- Contact details of 3 x Key Office Bearers (President, Secretary & Treasurer) or three contacts (if not an incorporated body)
- Nominate one primary contact for Tennis Victoria to contact for all matters, should we require
- Safeguarding Children Requirement Declarations (see page 13)
- Payment method (see Make Payment of Invoice below)

### Make Payment of Invoice

<b>Invoices Sent</b>	July 3 2023	<b>Invoices Due</b>	July 31 2023
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**Payment of invoices can be made by:**

**Bank Deposit/Transfer**

- Pay invoice in full via Bank Deposit/Transfer
- List your invoice number as the payment reference

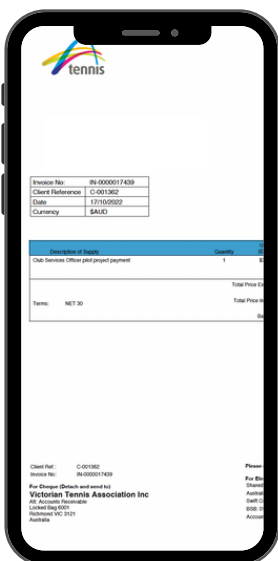
**Direct Debit**

- **Register for Direct Debit by July 16 2023, which authorises payments as per the [Direct Debit Service Request Agreement](#)**

By opting to pay by Direct Debit, you are provided with the option to pay in instalments, as follows:

- One instalment - pay in full in July
- Two instalments - 50% in July and January
- Four instalments - 25% in July, October, January, and April

*Please note: Direct Debits will be processed on the 20th day of each month i.e. instalment number 1 will be July 20 2023*



**Click to register for Direct Debit**

